

CHAPTER 6 COUNTY OFFICERS

1-6-1: SALARIES

Upon the recommendation of the Personnel and Labor Relations Committee, the Board shall, prior to the earliest time for filing the nomination papers for any elective office to be voted on in the County (other than Supervisors and Circuit Judges), which officers are paid in whole or part from the County Treasury, establish the total annual compensation for services to be paid him/her, pursuant to §59.22, Wis. Stats. (1982 Code)

1-6-2: ANNUAL REPORT

All annual reports shall be in the Supervisor's hands one week before being considered for acceptance. All pages of the report shall be numbered and all reports shall be in by the second Tuesday in February. The inventory shall be included in the report. (R4-6-80, 4-15-80)

1-6-3: JUVENILE INTAKE WORKER

In accordance with §48.06(2) and §48.067(1), Wis. Stats., there is created the position of Juvenile Intake Worker, which position shall be under the administrative control and supervision of the Circuit Court. In order to provide twenty four (24) hour a day, seven (7) day a week intake services, there is also authorized the position of substitute Juvenile Intake Worker, a compensation for which shall be established on a purchased service basis at an hourly rate as from time to time determined by the Personnel and Labor Relations Committee, with the stipulation that no County fringe benefits are included. (R4-6-80, 4-15-80)

1-6-4: SPECIAL LABOR COUNSEL

The Personnel and Labor Relations Committee is authorized to purchase the services of a Special Labor Counsel who shall, under the supervision of the Green County Corporation Counsel, assist with union contract negotiations, union contract interpretations, interest and grievance arbitration, and such other research, assistance, and advice as the Corporation Counsel may request. Funding for the Special Labor Counsel account shall be budgeted annually as a part of the Corporation Counsel's budget. (R6-2-84, eff. 9-1-84)

1-6-5: ENERGY MANAGER

The Green County Highway Commissioner is designated Green County Energy Manager, whose responsibility it shall be to develop a total energy management plan for the County and to work with State and other local officials and the Wisconsin County Boards Association in the Wisconsin County Energy Conservation Project. (R8-9-9)

1-6-6: CORPORATION COUNSEL

1-6-6-1: OFFICE ESTABLISHED

Pursuant to the provisions of §59.42(1), Wis. Stats., authorizing counties to employ an attorney being called a "Corporation Counsel"; and for the purpose of providing experienced legal advice for Green County at the pleasure of the County Board without regard to partisan elections, there is hereby established the office of Corporation Counsel in and for Green County.

The office of Green County Corporation Counsel shall be a full-time position and said officeholder shall not perform legal work or legal services for any private clients for which he or she receives remuneration.

Upon a vacancy in the position of Green County Corporation Counsel, the Personnel and Labor Relations Committee shall announce the opening of the position and shall accept and review available applicants and shall recommend a qualified applicant to the County Board for ratification. Upon the ratification by a majority vote of all the members of the County Board of Supervisors, the Corporation Counsel shall be appointed to serve a two (2) year term. The appointment of such Corporation Counsel may be terminated at any time by a majority vote by all members of the County Board of Supervisors.

The Personnel and Labor Relations Committee may in its discretion present the current holder of the office of Corporation Counsel to the full Board for ratification at the beginning of each two (2) year term without accepting and reviewing new applications.

The Green County Corporation Counsel shall report to and be under the supervision of the Personnel and Labor Relations Committee. (R6-2-84, eff. 9-1-84) (Ord. 9800101)

1-6-6-2: QUALIFICATIONS

The Corporation Counsel shall be an attorney-at-law licensed to practice his/her profession in the State of Wisconsin. (R10-6-7; amd. 1982 Code; R6-2-84) (Ord. 98-0101, 1-13-1998; Ord. 08-0702, 7/8/08)

1-6-6-3: DUTIES

The duties of the Corporation Counsel shall be limited to civil matters and shall include giving legal counsel and opinions to the County Board of Supervisors, its Chairperson, its Committees, and interpreting the rights, powers and duties of the County Board and County officers and departments.

In addition to the foregoing general duties, the Corporation Counsel is specifically charged with the following duties:

- A. To serve as legal advisor to the County Highway Committee and Commissioner. He/she shall draw all legal documents required in the performance of those duties and shall attend to all legal matters in and out of court in which the department or Committee shall be an interested party or wherein the acquisition of lands for highway purposes is concerned.
- B. To advise and assist the County Treasurer in instituting appropriate actions to foreclose tax liens and to advise the Finance Committee with respect to matters involving taxation affecting Green County.
- C. To represent the interest of Green County in all matters involving work person's compensation.
- D. To serve as legal advisor to and represent Green County in all matters involving enforcement of the zoning, sanitary, land division, building code or other land use regulations.¹

¹See Titles 4 and 5 of this Code.

- E. To represent Green County in labor relations between the County and its employees, and to represent the County in legal proceedings before the Wisconsin Employment Relations Commission or in court in matters affecting labor relations. (R10-6-7; amd. 1982 Code)
- F. To perform all other work of a civil nature including claims and lawsuits against the County and probate court proceedings. However, he/she shall not become involved with the District Attorney's investigating and prosecuting functions, including, but not limited to, prosecution of forfeitures for violations of State and County traffic laws, criminal cases and ordinance violations.
- G. To serve as legal counsel to the Green County Department of Human Services and to represent the department in actions involving the determination of legal settlement; to act in civil actions and probate proceedings involving liens of the Department of Human Services on property; to enforce substitute care support obligations when appropriate and to provide such other legal services for the Department of Human Services as may be necessary; to represent the Green County Child Support Agency in child support, actions to compel support, paternity actions, and other matters as authorized by Chapter 767 and Chapter 49, Wis. Stats. (Ord. 90-1130, 11-13-90)
- H. To assist and represent the interest of Green County in any and all other legal matters as instructed by the County Board, its Committees, Boards, Commissions and others who are entitled to legal services from the Corporation Counsel.
- I. To assume such executive duties as are specifically designated by the County Board.
- J. To review and, if appropriate, approve as to form and execution, all contracts and agreements entered into by Green County or any of its agencies, departments, offices and representatives.

1-6-6-4: SALARY

The Corporation Counsel shall be paid an annual salary subject to adjustment through the annual budget process and shall be reimbursed for mileage and expenses. The portion of the Corporation Counsel's time devoted to Human Services work shall be charged to its budget. (R6-10-58, eff. 1-1-59)

1-6-6-5: ASSISTANT CORPORATION COUNSEL

The Corporation Counsel may designate one or more attorneys to act as Assistant Corporation Counsel during periods when the Corporation Counsel is absent from the County. Any such designations are subject to approval by the Personnel and Labor Relations Committee, and subject to budgeted funds being available, if necessary, to purchase said service. (R6-2-84, eff. 9-1-84)

1-6-6-6: DISTRICT ATTORNEY CASES

Whenever any of the above powers and duties conferred upon the Corporation Counsel are concurrent with similar powers or duties presently conferred by law upon the District Attorney, the District Attorney's powers or duties shall cease to the extent that they are so conferred upon the Corporation Counsel, and the District Attorney shall be relieved of the responsibility for performing such powers or duties. Opinions of the Corporation Counsel on all such matters shall have the same force and effect as opinions of the District Attorney. (R10-6-7; amd. 1982 Code)

1-6-7: SHERIFF

1-6-7-1: FULL-TIME POSITION

The office of the Green County Sheriff shall be a full-time job and said office holder shall not participate in any outside activities which involve personal work and time for which he/she receives remuneration. Ownership of property shall not be denied, only the material participation of working at outside activities. (R6-10-58, eff. 1-1-59)

1-6-7-2: AUTHORITY TO REMOVE ABANDONED VEHICLES

Pursuant to §342.40(3), Wis. Stats., the Green County Sheriff is hereby designated County Representative authorized to remove or dispose of junked or abandoned vehicles in accordance with State Statutes. (Ord. 79-10-10)

1-6-7-3: SALARY; FEES

The Green County Sheriff shall be on a straight salary basis without receiving any fees personally whatsoever. All fees normally collected by the Sheriff, Undersheriff, and full-time Sheriff's Deputies for travel, service of process, execution sales, foreclosure sales and any and all fees heretofore generally earned by the said Sheriff, Undersheriff or full-time Deputies shall be charged and collected by said Sheriff, Undersheriff, and full-time Deputies and paid to the County Treasurer monthly. (R4-16-47; amd. 1982; Ord. 06-0602, 6-13-06)

1-6-8: HIGHWAY COMMISSIONER

The Green County Highway Commissioner shall be elected as set forth in §83.01, Wis. Stats., and he/she shall have the duties, responsibilities, and authority set forth in said Statute. (1982 Code)

1-6-9: COUNTY SURVEYORS

The office of the County Surveyor is hereby abolished effective January 5, 1971, in accordance with the provisions of Chapter 499, Laws of 1969, and the duties prescribed in §59.45(1) and §59.74(2), Wis. Stats., shall hereafter be performed by any registered land surveyor who may be employed by the County. The office of the Register of Deeds for Green County is hereby delegated the responsibility of accepting and keeping survey records on file, and indexes thereof, as required by §59.45(1) Wis. Stats. Specifically, the survey records system described in §59.45(1)(b) shall be maintained by the Register of Deeds in order to enable registered land surveyors to meet the statutory requirements of §59.45(1) and §59.74(2)(h), Wis. Stats. (R5-12-70; amd. Ord. 83-1210, 12-13-83)

1-6-10: TREASURER, INVESTMENTS

The Green County Treasurer is authorized to invest County funds; provided, that the Treasurer consults with the Finance and Accounting Committee on a regular basis regarding investment policy and procedure. (R12-12-9)

1-6-11: COUNTY WEED COMMISSIONER

1-6-11-1: OFFICE ESTABLISHED

Pursuant to the provisions of §66.0517, Wis. Stats., authorizing County Board to provide for the appointment of a County Weed Commissioner, there is hereby established the office of Green County Weed Commissioner.

1-6-11-2: APPOINTMENT; DUTIES; COMPENSATION

The Green County Weed Commissioner shall be appointed annually, on or about the first day of May of each year, by the Green County Agriculture and Extension Education Committee. Upon appointment, the County Weed Commissioner shall file his/her oath with the County Clerk.

The Green County Weed Commissioner shall perform the duties as set forth in §66.0517(3), Wis. Stats., under the supervision of the Agriculture and Extension Education Committee. Any charges to be levied against individual property owners pursuant to §66.0517, Wis. Stats., shall be approved by said Committee and forwarded to the appropriate town, city, or village clerk who shall enter the amount chargeable to each tract of land in the next tax roll in a column headed "for destruction of weeds". This assessment shall act as a tax on the lands upon which weeds were destroyed, and the tax shall be collected as other taxes are, as set forth in §66.0517(3)(b), Wis. Stats. When collected from landowners, the same shall be reimbursed to the County Weed Commissioner account.

1-6-11-3: NOTIFICATION OF MUNICIPALITIES; DEPUTY WEED COMMISSIONERS

The Agriculture and Extension Education Committee shall notify each town, city and village within the County of the name and address of the individual appointed Weed Commissioner in any given year. As provided in §66.0517(2), Wis. Stats., each town chairperson, village president, or city mayor may appoint one or more deputy weed commissioners, who shall work in cooperation with the County Weed Commissioner in the district assigned by the appointing officer. (Ord. 82-710, 7-13-82)

1-6-12: CORONER; FEES FOR CERTAIN SERVICES

The Green County Coroner shall charge a fee of forty dollars (\$40.00) for services rendered in connection with the issuance of cremation permits. (Ord. 87-12-10, 12-9-87)

- A. This fee shall be collected on at least a monthly basis by the Coroner. (Ord. 87-12-10, 12-9-87)
- B. The fee collected under this Section shall be deposited into the County Treasury, and the Coroner shall bill the County for his/her services. (Ord. 87-12-10, 12-9-87)

1-6-13: REGISTER OF DEEDS; PARCEL IDENTIFICATION NUMBERS REQUIRED AND CUT-OFF RECEPTION TIMES FOR FILINGS AND RECORDINGS

- A. The Register of Deeds shall not accept for recording any "conveyance" as defined in §706.01(4), Wis. Stats., of any interest in real estate which does not contain the parcel identification number.

- B. A person recording a conveyance for a newly created parcel for which a tax identification number has not yet been assigned by the Green County real property tax lister shall provide the parcel identification number from the parcel which the newly created parcel is formed. (Ord. 95-0220, 2-14-95)
- C. Pursuant to §59.20(3)(c), Wis. Stats., provision is hereby made that the cut-off reception time for the filing and recording of documents with the Green County Register of Deeds shall be one-half hour prior to the close of the official business day during which time the Register of Deeds Office is open to the public, in order to complete the processing, recording and indexing to conform to the day of reception. (Ord. 98-10-02, 10-20-98)

1-6-14: JURY COMMISSIONERS; FUNCTIONS PERFORMED BY CLERK OF CIRCUIT COURT:

The Green County Circuit Court Judge shall not appoint Jury Commissioners for the selection of jurors. The function of selecting jurors, provided for in Chapter 756, Wis. Stats., shall be performed by the Green County Clerk of Circuit Court. (Ord. 95-0620, 6-13-95)